



Saint Catherine's

Montessori 1966

BRINGING WISDOM TO LIGHT

PARENT HANDBOOK

2011-2012

PARENT ACKNOWLEDGMENT

I have read and understand the contents of this handbook.

Parent Name (**PLEASE PRINT**)

Parent Signature

Oldest Student Name (**PLEASE PRINT**)

Teacher's Name

Date

Please print and return this completed form to the school office by September 01, 2011.

Thank you!

FAMILY HANDBOOK
TABLE OF CONTENTS

Parent Acknowledgment.....	1	
Table of Contents.....	2	
Mission Statement/ Philosophy/Goals....	3	
History.....	4	
St. Catherine’s Montessori School.....	5	
2010-11 SCM Faculty & Staff.....	6	
SCM Daily Schedule.....	7	
SCM Board of Directors.....	8	
SCM PSO Officers/Committee Chairs....	9	
SCM PSO Calendar 2011-12.....	10	
SCM PSO Mission Statement.....	11	
SCM Teachers and Room Parents.....	12	
Procedures and Regulations.....	13-29	
After School Program.....	13	
Arrival/Dismissal.....	13-14	
Drop Off Procedure for Parents.....	13	
Pick Up Procedure for Students.....	13	
Pick Up Procedure for Drivers.....	13-14	
Attendance/Tardiness.....	14	
Authorized Student Pick-Up.....	14	
Carpools.....	14	
Birthdays.....	14	
Conduct/Behavior Procedures.....	15	
Dress Code.....	15-16	
Early Dismissal.....	16	
Field Trip Policy Notes.....	16-17	
Gifts to Classrooms and Teachers.....	17	
Health Policies.....	17-19	
Homework.....	19	
Inclement Weather/School Closure.....	19	
Library.....	19-20	
Moving Up.....	20	
Non-Custodial Parent.....	20	
Observation.....	20	
Parent Communication.....	21	
Parent Education	21	
Parental Involvement.....	21	
P.E. Classes.....	21	
Records.....	21	
Reporting/Parent-Guide Conferences....	21	
School Fundraising Activity.....	22	
Snack/Lunch.....	22	
Special Needs Students.....	22-23	
Standardized Testing Program.....	23	
Student – Parent Complaint Process	23	23
Student Use of Cell Phones.....	23-24	
Technology Acceptable Use Policy.....	25-27	
User Agreement/ Parent Permission Form...	28	
Use of Controlled Substance.....	29	
Bibliography.....	30	

MISSION STATEMENT

As a Catholic Montessori School, St. Catherine's is dedicated to an educational experience which awakens in our students the awareness of their gifts and responsibilities as individuals in relationship with Jesus Christ and as stewards of the global community.

PHILOSOPHY

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

St. Catherine's Montessori School is an environment in which students can experience the presence of God in a unique way. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In our school, students and guides proclaim the gospel message, unite in worship, respond to the needs of the community through fellowship and social justice, and serve others through the sharing of their spiritual gifts and temporal goods.

Our philosophy is an extension of Dr. Maria Montessori's educational dream, "To the young child we give guides to the world and the possibility to explore it through free activity; to the older child we give the cosmos and a clear vision of how the cosmic energies act in the creation and maintenance of our globe." Cosmic education relates children and adolescents to the universe, enabling them to understand the law and order underlying its existence and to realize in themselves all the developmental potential that is their particular birthright.

GOALS

There are three goals, one in each major area of the life of the school. They are:

Educational Goal: to adhere to the best practices of the Association Montessori Internationale, (AMI) curriculum and training,

Spiritual Goal: to offer a pervasive element of Catholic study and experiences within the educational setting, and

Environmental Goal: to practice sustainable living in the areas of energy efficiency, water use, educational materials, recycling, and gardening.



HISTORY

St. Catherine's Montessori was founded in 1966 by Sister Edna Ann Hebert, O.P. to serve families searching for a quality educational and religious program responsive to the individual needs of the child. Formerly known as Dominican Montessori, it is the third oldest Montessori school in Houston and the first Montessori school to include basic religious doctrine in its curriculum.

In 1973, the school formed a non-profit corporation to receive and maintain funds for educational purposes. Sustained by the support and work of dedicated parents and friends, it is financially supported by benefactors, grants, and private donations.

St. Catherine's Montessori was located in three different sites. It was first located at the old St. Agnes Academy building until it was sold in 1974. It then moved to a building at Holy Rosary Parish, where the primary classes were located, and eventually expanded to another building at Bering Memorial Methodist Church where the Elementary classes were located. The school moved to Westridge on March 1, 1983. On July 10, 2006 history was made when the school moved into its present location at 9821 Timberside. For the first time in forty years, St. Catherine's Montessori is at home in a building designed specifically for the formation and education of students ages fourteen months to grade nine. St. Catherine's Montessori is LEED (Leadership in Energy and Environmental Design) certified by the U.S. Green Building Council, and was the first of its kind in Texas.

ST. CATHERINE'S MONTESSORI SCHOOL

9821 Timberside

Houston, TX 77025

Front Office Hours: 7:30 a.m. - 4:00 p.m.

Phone: (713) 665-2195

Fax#: (713) 665-1478

Website: <http://www.stcathmont.org>

Email: Head of School	stracy@stcathmont.org
Admissions Director	lfarris@stcathmont.org
Controller	dgaspar@stcathmont.org
Advancement Director	jreeves@stcathmont.org
Healthcare Coordinator	clinic@stcathmont.org
Librarian	scase@stcathmont.org
Receptionist/Purchasing Agent	eblackman@stcathmont.org
School Secretary	rmorello@stcathmont.org

Associated with
Catholic Schools of The Archdiocese of Galveston-Houston
2403 E. Holcombe Blvd.
Houston, TX 77021-2098
Phone: (713) 741-8704
Fax#: (713) 741-7379

Accredited by the Texas Catholic Conference Education Department (TCCED) and Texas Catholic Conference Education Department Accreditation Commission (TCCAC) and recognized by the Association Montessori Internationale (AMI).

Members of National Catholic Education Association (NCEA), North American Montessori Teachers Association (NAMTA), Houston Area of Independent Schools (HAIS), Montessori Administrators Association (MAA) and Elementary Alumni Association (EAA).

Texas Catholic Conference Education Department (TCCED)

TCCED is the designated coordinator of all activities related to state accreditation. As such, it shall establish standards which a diocesan system of schools must satisfy to be accredited and shall adopt an accreditation process to be used in Catholic schools.

Texas Catholic Conference Education Department Accreditation Commission (TCCAC)

Membership consists of all superintendents of the fourteen Texas diocese, other experts in the field of education, and two bishop members who serve as Episcopal liaisons. The Commission, through committees, is responsible for setting up the operations, ongoing planning of the accreditation process, review of school compliance, and reporting of accreditation status.

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national origin in the administration of its admission, loan, athletic or scholarship programs.

Archdiocesan Policy 652.1

2011-12 SCM FACULTY & STAFF

Head of School:	Susan Tracy
Admissions Director:	Laurie Farris
Controller:	Dione Gaspar
Advancement Director:	Jennifer Reeves
Reading Center/Catechist:	Sr. Edna Ann Hebert, OP
Receptionist/Purchasing Agent:	Emily Blackman
School Secretary:	Rose Ann Morello
Toddler Guide/Assistant:	Claire Yabraian/Jocelyn Ochoa
Primary Guide/Assistant:	Cynthia Blessman/Kaiti Anderson Janice Jeys/Sharon Cruz Katherine Parker/Denise Rodriguez Shaira Lallani/Tina Ramirez
Lower Elementary Guide/Assistant	Jacinta Edussuriya/Ly Thompson Tim Snow/LuAnn Sanchez
Upper Elementary Guide/Assistant:	Ann Williams/Cathy Santos
Adolescent Community Guides:	Jim Dubay Kathy Hijazi Norma Santamaria Carrie Toffoletto
Elementary After School Program:	Renee Smith/Chelsea Willingham
Primary After School Program:	Anita Cooper
Athletic Coordinators:	Chelsea Grear/Barbara Eggen Link
Building Specialist:	John Eckelkamp
Facility Director:	Luiza Grandchamp
Healthcare Coordinator:	Jennifer Uitenbroek
Librarian:	Sarah Case
Groundskeeper:	Alfredo Galeas
Music:	Mindy Snow
Art:	Luiza Grandchamp
School Aide:	Maria Diaz
After School Security Officers:	Sgt. Dan Flagg & Sgt. Gerald Broussard

ST. CATHERINE'S MONTESSORI SCHOOL

DAILY SCHEDULE

Toddler – Monday through Friday

8:15 a.m. – 11:30 a.m. Montessori Program

Primary AM

8:15 a.m. Arrival

8:15 a.m. – 11:30 a.m. Montessori Program

11:30 a.m. – 11:45 a.m. Dismissal

Primary PM - Monday through Thursday

8:15 a.m. Arrival

8:15 a.m. – 3:15 p.m. Montessori Program

3:15 p.m. – 3:30 p.m. Dismissal

3:15 p.m. – 6:00 p.m. Primary After School Program

Elementary

7:30 a.m. – 7:50 a.m. Early Arrivals (supervised time in gym)

7:50 a.m. – 3:15 p.m. Montessori Program

3:15 p.m. – 3:30 p.m. Dismissal

Adolescent Community

7:30 a.m. – 8:00 a.m. Early Arrivals (supervised time in gym)

8:00 a.m. – 3:30 p.m. Montessori Program

3:30 p.m. – 3:40 p.m. Dismissal

Friday Only

2:15 p.m. Primary PM and Elementary

2:30 p.m. Adolescent Community

After School Program for Elementary and Adolescent Community

3:15 p.m. – 6:00 p.m.

**SCM BOARD OF DIRECTORS
2011-12**

Mike Morris – President
Greg Marino – Vice-President/Treasurer
Deborah Gremillion – Secretary

Sr. Adrian Dover, OP
Sr. Julie Greig, OP
Sr. Mary Magdalen Hanel, OP
Sr. Shirley Owens, OP
Sr. Edna Ann Hebert, OP (Ex-Officio)
Susan Tracy, Head of School (Ex-Officio)

**SCM Board of Directors' Meeting Dates:
Second Friday of each month at 8:00 a.m.**

2011-12 SCM PSO Officers & Committee Chairs

Postion	Current (2011-12)	EEmail Address
President	Sarah Scherschel	smootx@sbcglobal.net
Vice President	Cynthia Wilson	bob_cyn@hotmail.com
Secretary	Angela Henry	angela_henry1@hotmail.com
Treasurer	Tanya Massouh	tmassouh@hotmail.com
Room Parent Coordinator	Rachel Marino	rachel.greg.marino@gmail.com
New Parent Liaison	Michelle Vinson	michellevinson@mac.com
Book Club	Sarah Lewis	sarah_haberman@yahoo.com
By-Laws	Elizabeth Detweiler	detweiler@sbcglobal.net
Fall Festival	Patricia Esqueda & Martha Reid	patriciazesqueda@hotmail.com cucalacucaracha@gmail.com
Garden Guild	Lucy Randel	gardengirl271@earthlink.net
Hospitality	Simone Maher	mahersimone@yahoo.com
Magazine Drive	Darcey Baron	db_aggie91@yahoo.com
Newsletter	Carmen Watrin	chwatrin@yahoo.com
Outside Education	Melissa Lopez	david-lopez@sbcglobal.net
Parent Education	Patty Thessen	pthessen@comcast.net
Primary Splash Day	OPEN	
Rebates	Missy Nichols	cheapmoop@aol.com
Scholastics	Claudia Schnelle	Claudia_griera@hotmail.com
Spring Fling	Kellye Burke & Leisa Novak (Tie-Dye)	Kellye_burke@yahoo.com jnovak003@comcast.net
Teacher Appreciation	Rachel Marino & Michelle Vinson	rachel.greg.marino@gmail.com michellevinson@mac.com

If you are interested in volunteering for one of the open slots or would like more information about any of the positions contact Sarah Scherschel at smootx@sbcglobal.net.

SCM Parent Service Organization (PSO)

Calendar 2011-12

AUGUST

- 13 New Parent Meet & Greet
- 14 PSO Officers & Committee Chairs Organizational Meeting
- 15 First Day of School
- 29 PSO Coffee Social in Library 7:45 - 9:30am

SEPTEMBER

- TBA Parent Potlucks
- 10 PSO Meet & Play (Library & Playground) 9:00-11:30am -- Childcare provided
- 12 - 30 Magazine Drive

OCTOBER

- 14 PSO Coffee Social in Library 7:45 - 9:30am
- 22 Fall Fest 4:00-6:30pm

NOVEMBER

- 4 PSO Meeting in Library 8:30-9:30am

DECEMBER

- 3 PSO Picnic Dinner & Movie Night
- 9 PSO Coffee Social in library 7:45 - 9:30am

JANUARY

- 21 PSO Meet & Play (Library & Playground) 9:00-11:30am -- Childcare provided

FEBRUARY

- 10 PSO Coffee Social in library 7:45am - 9:30am

MARCH

- 9 PSO Meeting 8:30-9:30am

APRIL

- 13 PSO Coffee Social in library 7:45am - 9:30am
- 28 Spring Fling 4:00-6:30pm

MAY

- 10 Teacher & Staff Appreciation Luncheon
- 19 PSO Volunteer Appreciation Meet & Play 9:00-11:30am (Childcare provided)
- 25 Last Day of School

St. Catherine's Montessori

Parent Service Organization (PSO)

Mission Statement:

The mission of the PSO is to enhance the educational environment of St. Catherine's Montessori School while building community spirit through family involvement.

Membership:

EVERY parent is a member of the PSO. Parental involvement in the St. Catherine's community plays a critical role in the success of our school. Parents building relationships through service and participation reinforces the strong foundation of education, social, emotional, and physical development, and spirituality laid down over forty years ago.

All parents are welcome and encouraged to participate by attending meetings and social events and helping out with the various committees: Fall Festival, Spring Fling, Garden Guild, Outside Education, Teacher & Staff Appreciation, Hospitality, Parent Education, Book Club, Rebate Program, and Scholastic Books.

Fulfilling the Mission Statement:

The PSO fulfills its mission statement through:

- * Educational Support - Using PSO funds to support field trips and augment classroom materials.
- * Aesthetic Improvements - Using PSO funds to improve the environs of our school.
- * Community Building - Organizing social events that allow us to be in relationship with each other.
- * Fundraising - The PSO funds used to financial support various projects comes from the annual magazine drive, various rebate programs, and the Scholastic Books program.

Meetings:

- * Meetings will be held every other month starting on September 10, 2011.
- * Coffee Socials will be held every other month starting on August 29, 2011.
- * Other events are scheduled throughout the school year (see the PSO Calendar).
- * All PSO meetings, socials, and events will be announced in the Globe.

The PSO has a lot going on and none of it is possible without the support and participation of parents. We look forward to serving with you in 2011-12!

St. Catherine's Montessori Teachers and Room Parents 2011-12

Toddler	Teacher: Assistant: Room Parent:	Claire Yabraian Jocelyn Ochoa Mayra Perez
Primary	Teacher: Assistant: Room Parents:	Shaira Lallani Tina Ramirez Vicky Mata, Jeff Gaspar, Chris Carbajal, Eva Chang
Primary	Teacher: Assistant: Room Parent:	Cynthia Blessman Kaiti Anderson Mary Lehto
Primary	Teacher: Assistant: Room Parents:	Janice Jeys Sharon Cruz Jessica Croyle, Larissa LaMatta, Carrie Nichols
Primary	Teacher: Assistant: Room Parent:	Katherine Parker Denise Rodriguez Bernadette Levaro, Martha Reid
Lower Elementary	Teacher: Assistant: Room Parents:	Jacinta Edussuriya Ly Thompson Carol Beck, Melissa Lopez
Lower Elementary	Teacher: Assistant: Room Parents:	Tim Snow LuAnn Sanchez Rhonda Traband, Bernadette Zamora
Upper Elementary	Teacher: Assistant: Room Parent:	Ann Williams Cathy Santos Leisa Novak, Rachel Marino
Adolescent Community	Guide: Guide: Guide: Guide: Head Room Parent:	Kathy Hijazi Norma Santamaria Carrie Toffoletto Jim Dubay Heather Cuthrell, Bruce Moses

PROCEDURES AND REGULATIONS

The Head of School retains the right to amend the contents of this handbook at any time.

After School Program

Primary After School Program is offered from 3:15 – 6:00 p.m. for all Primary students. Students must be registered. Call Dione Gaspar to sign up.

Elementary & Adolescent Community After School Program is offered from 3:15 – 6:00 p.m. for Elementary & Adolescent Community students. Forms to buy blocks of time for this program are available on the website and at the front desk.

ARRIVAL/DISMISSAL

Drop Off Procedure for Parents:

Parents of Toddler students must park in the designated Toddler Parking areas of the school and walk the child to the classroom no earlier than 8:15 a.m.

Parents of Primary students must use the drive-through procedure at the curb in front of the school from 8:15 – 8:30 a.m. If there is a need for a parent to conduct business inside the school, please park in the designated parking area at the end of the driveway after you have allowed your child to be assisted from your car at the curb. Assistants will be present to assist the student from the car and ensure that they get to their classroom. If you have students in Elementary or AC and drop off before 8:15 a.m. you must use the same procedure, and your older students have the responsibility of walking the primary student to their room.

Parents of Elementary and Adolescent Community students must use the drive-through procedure at the curb in front of the school no earlier than 7:30 a.m. and no later than 7:50 each morning. The students' day begins promptly at 8:00 a.m.

Supervised Before School care is available for elementary and adolescent students in the gym from 7:30 – 7:50 each day. All students report there during this time frame and are dismissed as a group to their classrooms.

Pick Up Procedure for Students:

To ensure a safe and efficient dismissal time at St. Catherine's Montessori, all students in Primary through Elementary will walk to the front of the school with their teacher and be seated quietly on the benches. An adult will call their name through a megaphone and also the name of the adult to whom they are directed. When they hear their name called, they will gather their belongings and walk carefully to that adult. Once seated, no student is to stand up or walk around the area, until their name is called and they know which adult to walk to. The adult will open the car door and assist the student, as needed, into the car. All students must enter and exit the car on the curbside.

Toddler students will be picked up by a designated adult at their classroom.

Adolescent Community students will walk themselves to the front of the school and wait inside the Welcome Center until they see their driver pull up at the curb.

Pick Up Procedure for Drivers:

To ensure a safe and efficient dismissal time at St. Catherine's Montessori, all drivers will approach the pick up line as close to the curb as safely possible. When you have come to a

complete stop, a teacher or assistant will open the door. All students must enter and exit the car on the curbside. If young children need assistance with their belongings or getting secure in a car seat, the teacher or assistant will do so. We encourage students to do as much for themselves as possible. Patience is a requirement for this process to succeed, and if a student needs more than a moment or two to complete this process, you will be asked to pull forward and assist yourself.

The use of hand held wireless devices in a designated school zone is against the law, so make sure you are not talking on your cell phone, texting, etc. while you are at St. Catherine's. Please be prompt, safe, and courteous. Your cooperation will facilitate the safe, efficient loading/unloading procedure. **DO NOT LEAVE** unattended children in the parking lot or in your car. **PARK ONLY IN DESIGNATED PARKING SPACES; DO NOT PARK AND LEAVE YOUR CAR UNATTENDED, EVEN FOR A BRIEF TIME, IN FRONT OF THE SCHOOL.**

For the safety of our students all parents must stay in their car and follow pick up procedure (DO NOT WALK UP TO GET YOUR CHILD).

Attendance/Tardiness

Regular attendance is essential for your child to progress satisfactorily in school. Each school day is a building block in his/her work progression. Should your child need to be out of school please call the school receptionist and she will in turn notify the guide. In case of severe weather, students may stay home or come to school late as weather permits.

A student who is late for class not only falls behind in his/her work, but disrupts the other students as he/she enters. Please make certain that your child is at school on time for the beginning of the day.

Authorized Student Pick-Up

Your child will not be released to any person that has not been designated on the carpool form as "authorized to pick-up". Additions to the "authorized to pick up" list must be made in writing and faxed, e-mailed or hand delivered to the front office prior to the time this person is scheduled to pick up the student, their drivers license will be checked. Should an authorized person arrive to pick up a child that exhibits behavior as if under the influence of drugs or alcohol, St. Catherine's Montessori reserves the right to not release your child to that individual if we believe the child could be placed in possible danger. Unless there is an emergency situation, a courtesy call at least thirty minutes prior to an unscheduled early student pick-up should be made to the receptionist.

Carpools

The school must have on file names of persons, other than parents, who are permitted to pick up the child.

Birthdays

Birthday celebrations are an important part of a student's life experience and sharing this important event with peers is encouraged. A nutritious snack may be sent for the class on that particular day. We ask that you do not send a birthday cake or party favors. Check with the guide for appropriate snack ideas. **Please schedule the birthday snack day with the guide one week in advance.** When planning a party of any kind for your child please mail all invitations from home. Do not distribute any invitations at school.

Conduct/Behavior Procedures

Because the child functions in a free environment, self-discipline is essential in maintaining a productive work and learning environment in class. Montessori philosophy is based on order and self-discipline and these concepts are incorporated in the lessons presented.

The child is responsible for integrating this self-discipline into his/her daily tasks and his/her behavior. Should it be lacking, the child is presented with alternatives to improve behavior, understanding that our responsibility as guides is to the child as well as the other members of the group.

Expulsion is an extremely serious matter and generally every other possible solution will have been explored with the student and his/her parents prior to taking action.

A student's continued enrollment at the school will be subject to his/her meeting the reasonable scholastic and behavioral standards set. If any student fails to meet these standards, and if the Head of School believes that continued enrollment of the student is not in the best interest of the student or the school, the Head of School shall so advise the Board. A written notification of the expulsion, stating the circumstances and dates of the matter shall be sent to the Archdiocesan Superintendent of Schools. Parents may appeal the expulsion to the Board. Immediate expulsion may take place when a student:

- ...brings, sells or distributes harmful substances on school property,
- ...has a weapon on his/her person or in his/her possession,
- ...engages in assault that results in serious physical injury to another student or any school personnel,
- ...commits persistent acts of incorrigible behavior.

Administration and staff will exercise professional judgment and discretion to address each situation fairly and consistently.

The administration will refer all cases of physical and/or sexual abuse to the Children's Assessment Center and Child Protective and Regulatory Services within 24 hours of notification as is our legal responsibility. These professional experts will give direction for further action regarding student safety in or out of school.

Parents/Guardians are expected to adhere to behaviors that are consistent with good moral principles and do not interfere with the operation of, or reflect adversely on, the school.

Disruptive, threatening, or illegal behavior of a parent may result in barring the parent from campus or in the expulsion of their student(s).

Dress Code

The following items are appropriate for the classroom work environment at St. Catherine's:

- * flat rubbersoled shoes that cover the entire foot
- * walking style shorts that are loose fitting and no shorter than two inches above the knee
- * slacks, shirts, skirts, dresses

The following items are not appropriate:

- * tank tops, crop tops, halter tops
- * bicycle shorts, short or tight shorts
- * t-shirts that are oversized or include advertisements of alcohol or cartoons, smoking or derogatory words/pictures
- * footwear such as sandals, jellies, clogs, flip-flops, boots or high heels
- * crocs (except as needed for gardening)

Some off campus trips require students in Upper Elementary and AC to wear SCM collared shirts with khaki slacks or skirts. Upper El students are required to wear this uniform on Mass days and to St. Dominic's Nursing Home and AC students are required to wear their Mass attire on Mass days.

If a student comes to school dressed inappropriately, parents will be notified that day. If there is a second occurrence, the parent will be called to bring an appropriate item of clothing for the student to wear.

Early Dismissal

Friday is early dismissal day, except for Toddlers and Primary AM. Primary and Elementary dismissal time is 2:15 p.m. and Adolescent Community dismissal time is 2:30 p.m.

Field Trip Policy Notes

To expand the awareness and learning experiences of the person, excursions off campus are planned throughout the school year for Elementary and Adolescent Community students. Preplanning and preparation with the students help make such excursions more meaningful.

Transportation:

Local trips, including Houston and surrounding areas, will make use of parent vehicles with no more than six students in each vehicle. Parent drivers must:

1. Participate in Virtus training
2. Provide a copy of their current Drivers License to the school
3. Provide a copy of their current Automobile Insurance to the school and understand that they as the primary insurer, are responsible for the safety of the students they transport, as well as any traffic accidents they may be involved in.

All transportation will be arranged by the class teacher and/or assistant.

Overnight Accommodation:

Every effort will be made to ensure there is one adult in every sleeping area with two or more students. Settings include dormitories, connecting rooms, or single rooms, either in cabins or motels. All motel rooms will open to an indoor hallway.

Information necessary for the safety of all students and adults will be communicated prior to the trip and will include, but not be limited to: dispensing of medicine, communication with adults during the night, and safety procedures in case of an emergency such as an ill student, fire, or inclement weather.

Adult Chaperones:

Names of adults to accompany the students will be sent to parents in a timely fashion. There will always be at least one class teacher included in the adult group.

Packing List/Itinerary:

A student packing list and itinerary of student activities will be sent to parents in a timely fashion.

Students who fail to meet academic and behavioral requirements may be denied participation. This decision is at the sole discretion of the guide.

Gifts to Classrooms and Teachers

On special occasions such as birthdays or at year-end, students may present the class with a gift as a way of expressing this special event. Gifts benefiting the class such as books, science equipment, magazines or pets are appreciated. Please contact the guide for other gift-giving suggestions.

We allow Room Parents to solicit cash donations as a gift to the guide and assistant, **only once per year**. At Christmas, Room Parents will coordinate the collection of cash gifts.

HEALTH POLICIES

Required Immunizations

Texas law requires that students be fully immunized against specific diseases. St. Catherine's Montessori complies with the State of Texas Immunization requirements. Up-to-date immunization health records from the Doctor's office are required to be returned to the school before registration is complete. The only exception is medical exemption. The Archdiocese no longer allows moral conscience exemption.

A schedule of required immunizations can be found by contacting SCM's Health Coordinator or on the Texas Dept. of Health website at:

www.dshs.state.tx.us/immunize/docs/school/6-15_2009-2010.pdf and

www.dshs.state.tx.us/immunize/docs/school/6-14eng.pdf.

Please read the schedule carefully. Several new requirements were added for 5 year olds and 7th-9th level.

A student may be provisionally enrolled provided he/she demonstrates evidence he/she has begun and continues necessary immunizations as rapidly as is medically feasible.

Medical contraindications: Exclusions from compliance to health policies are allowable on an individual basis for medical contraindications only. The child or student must present a certificate signed and dated by a physician licensed to practice medicine in the United States; and must renew this certificate every year for the exclusion to remain in effect unless a lifelong condition is specified.

TB Screening: A completed TB Screening Questionnaire is required for all new students entering the school or students whose TB exposure may have changed.

Annual Student Screenings

Vision & Hearing Test

Four (4) year olds, five (5) year olds, levels one (1), three (3), five (5), seven (7), and nine (9), first time entrants, and those with questionable vision/hearing problems must have a hearing and vision test during the course of the year.

Scoliosis (Spinal) Screening

All children in levels six (6) and nine (9) must have a spinal screening. Exemption is granted only upon submission of a physician diagnosis.

Acanthosis Nigricans (AN) Screening

All children in levels 1, 3, 5, and 7 must have a screening for Acanthosis Nigricans. AN is a skin condition that signals high insulin levels in the body and serves as a risk indicator for Type 2 diabetes.

According to Texas State Law, vision and hearing, Acanthosis Nigricans, and scoliosis screenings are required for all school children in the state of Texas. If you do not wish for St. Catherine's Montessori to administer the above screenings, you may select a health care provider of your choice. However, you must notify the Health Coordinator's office and submit a copy of screening results to St. Catherine's Montessori, by October 1st.

Medication

Medications/prescriptions or non-prescription may only be administered to students with a "Request for In-school Administration of Medication" form in their file. This form must be signed by the student's parents and his/her doctor. **This includes Aspirin, Tylenol or Ibuprofen-type medication, cough drops, medicated creams and other over-the-counter medication. We will not administer medications without this form.** Only the original prescription container will be accepted.

All necessary information (name, time for administration, etc.) must be on the container. Turn in all medication to the clinic in the morning. If possible, please try to work out a medication schedule with your doctor that would eliminate administration of the medication at school.

If a child or student has a severe health problem such as asthma, severe allergies, heart conditions, diabetes, epilepsy, or other serious health conditions, SCM requires that special procedures be followed to ensure the best care for the child at school and school functions. Doctor's orders, health care plans, medication forms, and meeting with the Health Coordinator and guides will need to be completed before school begins.

Special forms are required, and available from the Health Coordinator, for: severe allergies, administration of EpiPens, diabetic medication, epilepsy, chronic illnesses, or self-administration and carrying of asthma medication.

Students may carry medication such as an emergency asthma inhaler or EpiPen, if there is a doctor's order and proper procedure is followed, including informing the school (i.e., Health Coordinator, guides, and coaches). Certain medications will need to be in the classroom or with the coaches. A duplicate medication needs to be in the clinic as a back up. Parents will have to

provide both medications. No other medications may be carried on the child, including over-the-counter medication, at school or school-related events.

Daily Attendance Requirements

For the protection of all students, the following rules have been instituted and will be followed at all times. A child having one or more of the following symptoms will be sent home:

1. Fever 100.0 degrees or above
2. Suspected contagious disease
3. Vomiting
4. Diarrhea
5. Feels too bad to remain in school
6. Lice

If your child has any of the above symptoms in the morning before school, please keep him/her at home. The child should remain at home if in the early stages of a cold; has a temperature above normal; has a rash; has discharges from the eyes, nose, ears; or has an upset stomach. If a child is absent, please contact the school to inform us of the nature of the absence. **If the child sees a doctor, please send a note upon returning to school.**

Please inform the school of any communicable disease including head lice. **A child may not return to school until the child is symptom free without medication (e.g. Tylenol, Advil) for 24 hours. This includes a temperature of 100 degrees or above. In the case of lice the child may return when he/she is nit free. He/She must be checked by healthcare coordinator before returning to class.**

Homework

The Montessori classroom provides an environment conducive to continuous work. An informal break is taken for snacks and a half-hour lunch is part of the daily schedule. Because the school day is filled with meaningful work, students are encouraged to participate in outside interests and activities for recreation and enjoyment after school. Nevertheless, the scope of the Adolescent Community & Elementary curriculum requires that some homework be assigned periodically to assist the student in completing required work and to provide extra drill in particular subject areas.

Homework assignments are not excessive; rather, they complement the students' outside activities by building a sense of responsibility for personal development.

Inclement Weather/School Closure

St. Catherine's uses the IRIS communication system. In case of severe weather conditions, you will receive a telephone and e-mail message with school closing information.

Library

The library is available for students to use and enjoy. Please read the following to be aware of the many opportunities the library offers.

- ❖ Students come as a class once a week. **Primary PM** students may check out two books of their own choosing for reading at home. **Upper and Lower Elementary** students may check out three books. One classroom reader, two for reading at home. All students may keep these books for one week.
- ❖ **Primary and Lower Elementary** students are given a book bag for easy transportation. They should return the books in the bag on or before their library

day. They will not be permitted to check out more books until books and bag are returned.

- ❖ Students come through out the day with the guide's permission and may check out a book for silent reading or research in the classroom. These books should be kept in the classroom.
- ❖ **Toddler and AM Primary** students may come with a parent during the day from 8-3:30pm.
- ❖ **The Adolescent Community** has access to the library throughout the day.

Please help your child remember to return their books before their library time.

Overdue notices are sent in the red folder when a book is two or more weeks late. Lost or damaged books require a replacement charge. A lost or damaged bag can be replaced for a \$5.00 charge. If you have any questions, please feel free to call me at school.

Notice the book choices your student has brought home from the St. Catherine's library. This is a great opportunity for a special time with your child. Take time to enjoy the book with them in an electronics free environment. Check the spine of the book. Some books will display stickers as a flag that makes it special. Some stickers show a Newbery, Caldecott or Bluebonnet Award. A bright yellow sticker indicates young adult books. These are grouped together in one section of the library. If you have questions about their choices, ask them why they chose that particular book. Suggest other topics and tell them the librarian can help them find interesting subjects they might like. If you have a question regarding a particular book in the library, please speak with the librarian, and if necessary, bring your question to the Principal. Working together, we can make the library a comfortable and exciting learning experience.

Moving Up

In consultation with the Head of School, and after discussion with the parents, the decision to move a student from their current level to the next level, is at the complete discretion of the classroom guide.

Non-Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent to provide the school with an official copy of the court order. **If a child lives with a custodial parent, a complete and signed copy of the divorce decree is required to be on file in the office, by archdiocesan policy.** If parents share custody, the school provides duplicate copies of all relevant information upon request.

Observation

To better prepare parents of Elementary students for their Parent-Guide conference, classroom observation time is set for October. Observations may be scheduled between 8:30 and 11:30 a.m. Observations will not be scheduled during days planned for field trips, or days when liturgies have been planned.

Parent Communication

A prime communication vehicle is the Globe which is sent home via e-mail each Wednesday. This contains a weekly Head of School letter, scheduling/permission forms for school activities,

any guide notes and other information. If your family doesn't have access to e-mail paper copies of all pertinent information will be sent home with your student on Wednesdays. All parents should read this information as soon as possible after receiving it, and respond in a timely manner as indicated. Head of School approval is required for all inserts/requests; these must be submitted no later than noon Monday.

Room Parents also may communicate via phone or e-mail to all classroom parents; class mailings/solicitations are to be approved in advance by the school Head of School. Please cc the Head of School on all e-mails sent to classroom parents.

Parent Education

It is the school's responsibility to educate parents about the Montessori method of learning. In order to do this, we encourage you to attend all Orientation and Education presentations. These are scheduled regularly throughout the school year and are hosted by St. Catherine's Montessori Faculty. Childcare is typically available (except for toddlers).

Parental Involvement

Parental involvement and support are an integral and important function for parents whose children attend St. Catherine's Montessori School. School activities and projects planned throughout the school year enable all parents to be actively involved. Your involvement not only helps the school, but demonstrates to your child the importance of his/her schooling.

P.E. Classes

Students who are ill or unable to participate in required P.E. activities must bring a note from parent or doctor describing the nature of the ailment and reason for abstaining from class participation. Proper footwear such as laced sneakers are required. Uniforms are required in Upper Elementary and Adolescent Community.

Records

If a parent or student wishes to see the student's cumulative records, it is possible to do so with 24 hours written notice. Student cumulative records include academic transcript and academic testing results. Any request for official transcripts must be made by a receiving school in the case of a student's withdrawal from St. Catherine's Montessori.

Reporting/Parent-Guide Conferences

Scheduled Parent/Guide conferences will be held once each semester. Upper Elementary and Adolescent Community students will attend conferences and share goals for the next part of the year with parents. A narrative will be sent home at the end of the year for all students above Primary. This report is a thorough evaluation of each student's progress throughout the year.

Conferences offer parents and guides an opportunity to share general and specific information regarding the child, school progress, and discuss areas of improvement. Since the education of the child is a partnership between the guide and parent, it is imperative that these conferences are attended. We encourage parents to schedule conferences at other times when they feel there is a need.

School Fundraising Activity

Our school is a non-parish and non-profit educational organization. We have ongoing needs for funds that are not covered by tuition, including both capital expenditures (building needs/growth) and operating expenditures (yearly activities and programs). All fundraising activities must be approved beforehand. See the Director of Development to discuss this.

Each of our St. Catherine's families can make a difference to our school, and therein, to the very unique and special quality education we provide for our children. Our overriding goal is to elevate the mission and reputation of St. Catherine's Montessori School. Major fundraising events this year are as follows:

Annual Fund – These funds help St. Catherine's bridge the gap between operating expenses and income from tuition. Foundations consider the percent of parent participation in the Annual Giving Campaign important. Every family is requested to participate in the Annual Fund Campaign; all levels of participation are welcomed. Your Annual Fund contributions enable programs that distinguish a Montessori education, retain/recruit an outstanding faculty, and allow for a diverse student body. November is the designated month for Annual Fund.

Sociables – (September) – A sale of “tickets” to a variety of events throughout the school year (events are parent hosted and donated; some are for children, some for adults); proceeds to benefit the school.

Magazine Drive (October) – PSO organizes students for annual sale of magazine subscriptions that fund the ongoing efforts of PSO to support the learning activities in each classroom.

Book Fair (December) – Books and more for sale to benefit the Library's needs.

Golf Scramble (April) – Great morning of golf followed by a lunch to benefit the SCM Scholarship Fund and Reading Center.

Snack/Lunch

A nutritious morning snack is served for all students. Students attending a full day session should bring a well-balanced lunch. Finger foods and sandwiches cut in smaller pieces make handling easier for young children. Carbonated drinks, candy, gum or junk food are not appropriate at lunchtime. Do not include these items in lunches.

Lunch boxes should be properly identified on the outside and food containers should be reusable. We advocate proper etiquette and table manners.

We ask all Primary parents to provide two snacks a year for their child's room. The snack schedule is sent home one week in advance.

Special Needs Students

We believe that children with mild learning differences can be successful within the Montessori setting.

If needed a plan may be written for those students who are experiencing learning or behavioral challenges. The plan's content is dependent on the ability to make **reasonable** accommodations to assist a student or to provide personnel who may participate in the plan.

Parents are expected to provide complete copies of all assessment information to the school in order that an appropriate student plan can be written. If an assessment has not taken place, the school may require that an assessment is necessary to determine the student's strengths and weaknesses. This assessment can be done by your ISD at no charge. Contact the Head of School for information.

In some cases it may become evident that the severity of the learning or behavioral difference exceeds the level of accommodations the school may be able to offer the student. The question of what will best benefit the student's success may indicate that a different educational placement is necessary. This decision will be based on knowledge of the resources of the school and the severity of the problem. In all cases, the decision will be based on Christian compassion.

Standardized Testing Program

The IOWA Test of Basic Skills (ITBS) is administered in March. In addition the Cognitive Abilities Test (CogAT) will be administered in Grades 2, 4, 6 & 8. The school participates in this archdiocesan-wide achievement testing program both for the purpose of monitoring individual achievement and for program evaluation. Each student's test results are given to the parents and are recorded on the permanent record card.

Student – Parent Complaint Process

The purpose of this process is to provide parents/guardians of students enrolled in St. Catherine's Montessori with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere.

No person shall be discriminated against because of filing or participating in this complaint process; and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and neither party to the complaint shall be represented by legal counsel during any phase of the process.

Although St. Catherine's Montessori endeavors to establish a harmonious Christian atmosphere within its school, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting first with the teacher, then with the Head of School, if necessary. If however, the matter is not settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the Head of School for a copy of the current appeals process/grievance procedure for further details and forms. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Catholic Schools.

Student Use of Cell Phones

There is no reason for a student to have a cell phone at school or to take one off campus on a school sponsored trip. If your student has a legitimate reason to need one for after school, off campus purposes you must inform the Head of School in writing. The phone must be completely off, (not silent mode), and kept in their backpack at all times. If it comes to the attention of an adult, it will be confiscated and brought to the Head of School. The parent must pick it up from the office the next day.

There are school telephones which students may use, with the express permission from a faculty or staff member, in their company. This use is limited to emergency purposes; not for telephoning parents to arrange visits with friends or to bring forgotten items to school, etc.

Likewise, there is no need at school for entertainment devices. Students are not allowed to bring i-pods, game boys, CD players, or other game/music items to school. If such an item should come to the attention of an adult, it will be confiscated and brought to the Head of School. The parent may pick it up from the office at the end of the day.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT AND PERMISSION FORM, 2011-2012

For Parents and Students

St. Catherine's Montessori is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, each year all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Internet, E-mail, Cell Phones/I Phones

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or guides to see.

What are the Rules of Appropriate Use?

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites, blogs, video sites (e.g. MySpace, Facebook, YouTube, Friendster, tagged, etc., except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

St. Catherine's Montessori encourages Elementary and Adolescent Community students to use the internet for its educational potential, but to be very careful of its many traps and opportunities for unhealthy and dangerous activity. We care about the safety and reputation of all our students, families and friends of SCM. When inappropriate Web sites and/or blogs created and maintained by SCM students mention the school's name, or that of any student or employee, current or former, or uses the school logo, the school can and must hold the student responsible for its content. The school may take the following actions:

1. Call the student in for a conference to request that he modify his page/blog and/or take the school's name and/or logo off the Web site.
2. Communicate with a student's parents/guardian about any material on a student's Web page/blog.
3. If the student will not cooperate with the school administration as to his/her Web page/blog free of anything that would cause harm to him/her and his/her reputation and/or the reputation of the school, disciplinary action will be taken until compliance is heeded.
4. The following must always be avoided:
 - a.) Offensive and vulgar language
 - b.) Attacking a peer's character or that of anyone on the faculty/staff of the school
 - c.) Cruelty toward others, assault, racial slurs, threats and demeaning comments including terrorist threats.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. A good rule to follow is never view, send, or access materials, which you would not want your guides and parents to see. Should students encounter such material by accident, they should report it to their guide immediately. Use of cell phones/I phones to transmit unacceptable language and/or images that are harmful to self, other students, and/or to other people are prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.

3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

USER AGREEMENT and PARENT PERMISSION FORM

(Elementary and Adolescent Community)

As a parent/guardian and student/s of St. Catherine’s Montessori, we have read the above information on the appropriate use of technology at school and we understand this agreement will be signed each year and kept on file. (Questions should be directed to the Head of School for clarification.)

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date: _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

Student Name (print) _____ Signature _____

PARENT/Guardian’s PERMISSION

(Please check your choice/s below)

My child may use the Internet and e-mail while at school according to the rules outlined.

I would prefer that my child not use the Internet and email while at school.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

My child’s work can be published on the school website/Internet.

My child’s work cannot be published on the school website/Internet.

Photographs of my child can be used or published on the school website/Internet.

Photographs of my child cannot be used or published on the school website/Internet.

School Copy Received By _____ Date _____

Please print & return this completed form to the school office by September 1, 2011

Use of Controlled Substance

St. Catherine's Montessori adheres to the Archdiocesan policy, stated below, regarding the use of controlled substances.

The use and unlawful possession of illicit drugs and alcohol is wrong and harmful. A student is subject to removal from class, which may result in suspension, expulsion, or referral for prosecution if, while on school property or while attending a school sponsored or school related activity on or off school property, there is question of:

- chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana, or a controlled substance).
- acting under the influence of an illegal drug-alcohol, narcotic, marijuana, or a controlled substance.
- medication misuse or over dosage. The school nurse, the counselor and the Head of School should work together with the student and family, towards bringing about a complete recovery and elimination of the drug abuse for the student involved.
- giving medication, prescribed or over the counter, to another student.

When removing a student from class, for the reasons stated above, the Head of School should:

- report the incident to the superintendent.
- notify parent(s)/guardian immediately and request a conference.
- may notify authorities.

After the conference with the parent and student, the student may be suspended for a period of three days or expelled. During this time, it is recommended that the parents enroll in some type of family therapy with the student, as suggested by the Head of School, a family physician, or the Archdiocesan office. At the completion of the suspension, the student will return to school with a contract to continue the therapy until the therapist feels a complete recovery has been made.

BIBLIOGRAPHY

BOOKS BY DR. MARIA MONTESSORI

The Absorbent Mind. Dr. Montessori's last book. The development of the mind in the infant's first months. (Kalakshetra Publication) Paperback.

The Discovery of the Child. The earlier writings of Dr. Maria Montessori as revised by her in 1948. (Kalakshetra).

Education for a New World. Preparing the small child for the needs of tomorrow's world. (Kalakshetra).

From Childhood to Adolescence. Here Dr. Montessori deals with youngsters from 7 through adolescence, including the "Erdkinder" (for age 12-18) and functions of the University. Invaluable to anyone interested in the purpose of education at any age. (Schocken Books) Paperback.

OTHER AUTHORS

Montessori, The Science Behind the Genius. Angeline S. Lillard, PhD. The author shows that science has finally caught up with Maria Montessori: current scientific research provides astounding support for her major insights.

Montessori Today. A Comprehensive Approach to Education from Birth to Adulthood. Paula Polk Lillard. (Schocken Books)

Look at the Child. Aline Wold. This popular book combines Maria Montessori's significant quotations with charming photographs of young children in every day situations. (Parent Child Press).

A Parent's Guide to the Montessori Classroom. Aline Wolf. This booklet gives a concise explanation in modern terms of the meaning of Montessori. It describes in sequence the Montessori materials for children aged 3 through 6. (Parent child Press - P.O. Box 767, Altoona, PA. 16603).

Montessori in the Classroom by Paula Polk Lillard (A guide's account of how children really learn)

Montessori, A Modern Approach by Paula Polk Lillard (the best introduction to the Montessori movement in education)

The Religious Potential of the Child by Sofia Cavalletti (describes the vital religious needs of the child ages six to twelve years old)

Listening To God With Children by Gianna Gobbi (the Montessori method applied to the Catechesis of children)

Children Who are Not Yet Peaceful by Donna Bryant Goertz (preventing exclusion in the early elementary classroom)

Maria Montessori: Her Life and Work by E.M. Standing (a personal biography)